

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	City of Commerce
Project Name:	Bus Service Expansion
Project Type: <i>See Attachment A</i>	A2: Expand/Enhance transit service
Description of Project (Short):	Operate two additional hours on the Blue Route, which serves the Citadel Outlets and Commerce Casino on Telegraph Road, the largest employers in the City of Commerce
Project Location:	City of Commerce
Project Start Date (anticipated):	7/1/2016
Project End Date (anticipated):	6/30/2019

Funding Information:

Funding Year:	FY 2016
Requested Amount of PUC 99313:	\$0
Requested Amount of PUC 99314:	\$31,108
Total LCTOP Funding:	\$31,108
Total Project Cost:	\$31,108 Annually

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	10.46
Project Life:	Three Years
Estimated Total GHG Reduction:	10.46

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	Yes
Does the Project Benefit a DAC?	Yes
Identify the DAC Census Tracts?	5323.03
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 1A: Project provides improved transit or intercity rail service for stations or stops in a disadvantaged community.
Qualitative Description of DAC Benefit?	The expanded Blue Route service would provide evening trips from the Citadel Outlets and Commerce Casino, the largest employers in Commerce, to the entire community.
Describe the DAC Need Project Addresses?	Providing additional transportation options for Commerce residents working at the Citadel Outlets and Commerce Casino.
Total GGRF \$ Allocated to DAC	\$31,108

Co-benefit

Critical Air Pollution Reduction:	
VTM Reduction:	56,379
Ridership Increase	Estimated Annual ridership increase, Year 1, 14,759
Fuel Use Reduction:	2,210 gallons of gasoline in the first year of the project
Energy Use Reduction:	2,210 gallons of gasoline in the first year of the project

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

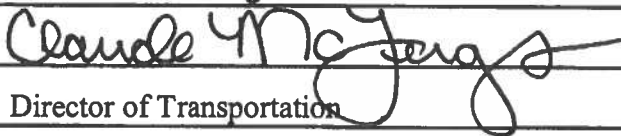
Regional Entity:	
Project Lead: City of Commerce	County: Los Angeles
Project Title: Bus Service Expansion	

Project Lead:

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Mr. Claude McFerguson

Signature:



Title: Director of Transportation

Agency: City of Commerce

Date: 2/1/2016

Amount: \$31,108

Contributing Sponsor(s):

*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.

Name:

Signature:

Title:

Agency:

Date:

Amount:

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	LCTOP Allocation	15/16	16/17	17/18
Request Amount per PUC 99313:		\$0	\$0	\$0
Request Amount per PUC 99314:		\$31,108	\$0	\$0
Total Project Allocation Request:		\$31,108	\$0	\$0
Project Title:	Bus Service Expansion			
Project Location/Address:	5555 Jillson St., Commerce, CA 90040			

Table 1: Project Lead Information

	Legislative District Numbers	
Agency Name: City of Commerce	Assembly:	58
Contact Person: Mr. Claude McFerguson	Senate:	32
Contact Phone #: 323-887-4419	Congressional:	40
Email Address: DIRECTOR.TRANS@ci.commerce.ca.us	Amount:	PUC Funds Type:
Address: 5555 Jillson St.	\$ 31,108	99314
Commerce, CA 90040	\$	

Table 2: Contributing Sponsor Information

Name: Not applicable	Amount :	PUC Fund Type:
Contact:	\$	
Contact Phone #:	\$	
Email Address:		
Address:		
Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name:	\$	
Name:	\$	
Name:	\$	
TOTAL \$31,108		

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

Low Carbon Transit Operations Program (LCTOP)
PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes).

Operations Projects				Capital Projects			
X	A1		Ai		B1		Bi
	A2		Aii		B2		Bii
	A3		Aiii		B3		Bii
	A4		Aiv		B4		
	A5						

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

The City of Commerce is proposing to operate two additional hours on the Blue Route, which serves the Citadel Outlets and Commerce Casino on Telegraph Road, the largest employers in the City of Commerce. The last trip that currently serves the Citadel Outlets and surrounding employment areas leaves at 5:11 p.m. The expanded service would operate trips leaving the Citadel Outlet at 6:11 p.m. and 7:11 p.m. Using existing passenger-per-mile data, an estimated 14,759 passengers would use this expanded service the first year of service.

b) Project Location - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information, <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

The Blue Route operates entirely within the City of Commerce. A copy of the map is shown in Attachment B.

c) Project Life - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital:

Operations:

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

To calculate the estimated reduction in GGE, staff utilized statistics from the FY 2015 NTD report and imputed them into the GGE Reduction Calculator. An estimated 14,759 passengers would utilize the service in the first year, resulting in a reduction in VMT of 56,381. The estimated reduction in GGE is 10.46 MTCO₂e.

b) Increased Mode Share - Describe how this project will directly increase mode share.

The project has the potential to slightly increase mode share by providing extended transit service to the Citadel Outlets and surrounding employment areas as noted above.

c) Disadvantaged Communities (DAC) Project Criteria

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantage community (e.g., vouchers, reduced fares, transit passes).

Low Carbon Transportation Projects

X	1A		2A
	1B		2B
	1C		2C
	1D		

	1A
	1B
	1C
	1D
	1E
	1F

Transit Projects

	1G		2E
	1H		2F
	2A		2G
	2B		2H
	2C		2I
	2D		

d) Disadvantaged Communities (DAC) (if applicable*) - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

The entire City of Commerce is a Disadvantage Community according to the CalEPA. The proposed service would expand employment opportunities by providing expanded service to the Citadel Outlets and surrounding employment area.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

e) Co-Benefits - Check all additional Benefits/Outcomes. Page 5 of 7

<input type="checkbox"/> Improved Safety	<input type="checkbox"/> Coordination with Educational Institutions
<input type="checkbox"/> Improved Public Health	<input type="checkbox"/> College/University <input type="checkbox"/> Grades K-12
<input type="checkbox"/> Reduced Operating/Maintenance Cost	<input type="checkbox"/> Promotes Active Transportation (walking, biking)
<input type="checkbox"/> Increase System Reliability	<input type="checkbox"/> Promotes integration with other modes of transportation
<input checked="" type="checkbox"/> Other Benefits (describe below)	

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

As noted in previous sections, the proposed project would provided DAC improved transportation to the largest employment center in Commerce. The project would increase transit usage, reduce VMT, and reduce GGE.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	N/A
End Construction Phase (Contract Acceptance)	N/A
Begin Vehicle/Equipment Order (Contract Award)	N/A
End Vehicle/Equipment Order (Contract Acceptance)	N/A
Begin Closeout Phase	N/A
End Closeout Phase	N/A

Operations Projects	
Begin expanded/enhanced transit services	7/1/2016
End expanded/enhanced transit services	6/30/2019
Begin Closeout Phase	1/1/2019
End Closeout Phase	9/1/2019

START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.

Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds, they must be funded by other sources.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

The City of Commerce currently operates eight round trips on the Blue Route each weekday. The City is proposing to add two additional hours of weekday service (two round trips). Since the service is already being operated, no capital expenses would be required. The afternoon Blue Route shift would simply be extended.

b) Describe the fare structure for this system.

Commerce operates a free-fare bus systems.

c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.

Ridership projections assumed 28.94 passengers-per-hour. This number came from the City's FY 2015 NTD report.

d) Describe the assumptions and process for how the operating cost projections were developed.

Commerce assumed \$61/hour in operating costs. This is the estimated cost of extending service using an existing bus and operator.

Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print)
Mr. Martin Gombert

Phone: 323-887-4419

Date: 2/1/2016

Approval Authority: Sign and date

Claude McFerguson (M.G.) 2-1-16

Typed name and phone number:

Mr. Claude McFerguson, 323-887-4419

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Project Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	0	0	0	0	0	0	0
Operations/Other	0	31,108	0	0	0	0	0	31,108
TOTAL	0	31,108	0	0	0	0	0	31,108

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		31,108						31,108
TOTAL	0	31,108	0	0	0	0	0	31,108

Funding Source:								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

Funding Source:								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

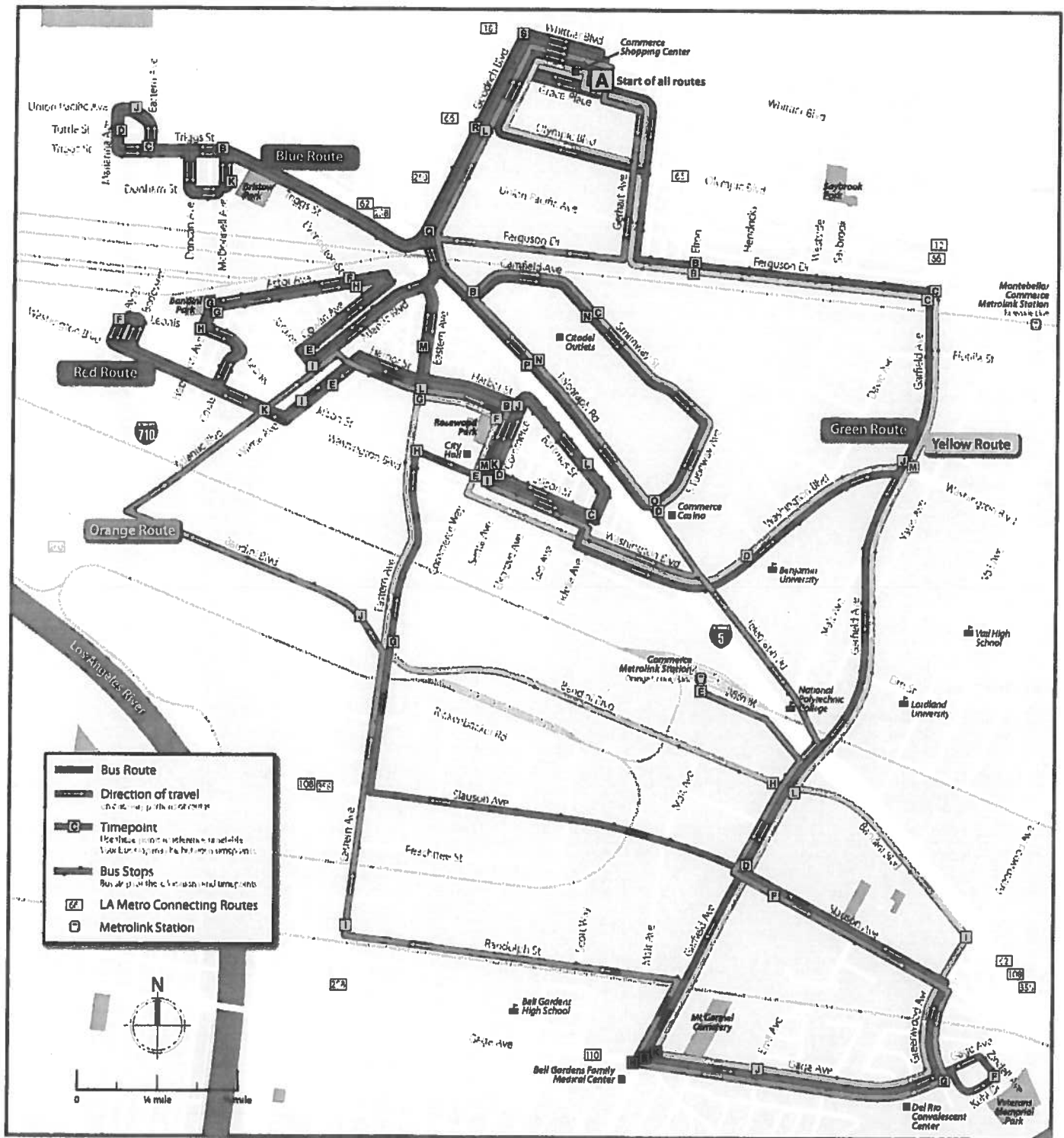
Funding Source:								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R.W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 17	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

CITY OF COMMERCE MUNICIPAL BUS LINES



The Orange, Yellow, Green, Blue and Red routes all begin and end at the Commerce Shopping Center.

There is no transit service on the following City-recognized holidays:

New Year's Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

All bus routes are free of charge.



California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16



The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This GHG emission reduction calculator accompanies the quantification methodology for the fiscal year (FY) 2015-16 GGRF Low Carbon Transit and Operations Program (LCTOP) available at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/finalictopqm.pdf>

Applicants must use this calculator to estimate the GHG reductions associated with the LCTOP projects. Refer to the quantification methodology document for background, step by step detailed instructions and examples. To use this calculator, follow these steps:

Step 1 Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.

Step 2 Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.

Step 3 Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

Read Me Tab (this page):

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-1C_001Transit BRT." Project names may be abbreviated.

Project Name:	Bus Service Expansion
Project ID:	
Contact Name:	Martin Gombert
Contact Phone Number:	323-887-4419
Contact Email:	marting@ci.commerce.ca.us
Date Completed:	2/1/2016

Inputs Tab:

Headers in red indicate input needed by the project applicant. For each row, applicants must work from left to right and enter all relevant data. Some cells may not be applicable to the project. These cells will turn black and be locked based on inputs. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Definitions are provided in the definitions tab, including how to determine Year 1, Year F, and adjustment factors. Inputs must be substantiated in the documentation provided to ARB; see Section C. Documentation of the quantification methodology.

Submit documentation: Save file for submittal. See Section C. Documentation of the quantification methodology for additional documentation requirements.

For more information on ARB's efforts to support implementation of GGRF investments, see: www.arb.ca.gov/auctionproceeds
Questions on this document should be forwarded to GGRFPprogram@arb.ca.gov
Questions on the LCTOP program should be forwarded to LCTOPcomments@dot.ca.gov



**California Air Resources Board (ARB)
 Greenhouse Gas Emission Reduction Calculator for the
 California Department of Transportation (Caltrans)
 Low Carbon Transit Operations Program (LCTOP)
 Greenhouse Gas Reduction Fund
 Fiscal Year 2015-16**

Project Name:	Bus Service Expansion
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO ₂ e)	Description
Net GHG Benefits	15.86	Total GHG Emission Reductions (MTCO ₂ e)
LCTOP Funds Requested (\$)	31,108.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	31,108.00	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)	31,108.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0005	The metric to be reported in the application.

**Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT**

AS THE City Administrator
(Chief Executive Officer / Director / President / Secretary)

OF THE City of Commerce
(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Mr. Vilko Domic, Director of Finance OR
(Name and Title of Authorized Agent)

Mr. Claude McFerguson, Director of Transportation
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

Mr. Jorge Rifá, City Administrator
(Print Name) (Title)

(Signature)

Approved this 2nd day of February, 2016

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP)

CERTIFICATIONS AND ASSURANCES

Project Sponsor: City of Commerce

Agency Name: City of Commerce

Effective Date of this Document: February 2, 2016

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; and (3) submit a request to reassign the funds to a new project within 180 days of termination.

- (10) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
 - a. Semi-Annual progress reports by May 15th and November 15th each year.
 - b. A final report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other reporting requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors

connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.

- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

BY:


Mr. Jorge Rifá, City Administrator
City of Commerce

RESOLUTION 16-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE,
CALIFORNIA, AUTHORIZING THE EXECUTION OF THE LOW CARBON TRANSIT
OPERATIONS PROGRAM (LCTOP) – PROJECT: “BUS SERVICE EXPANSION”**

WHEREAS, The California Legislature established the Low Carbon Transit Operations Program (LCTOP) in 2014 to provide operating and capital assistance for transit agencies to 1) reduce greenhouse gases, 2) increase transit ridership, and 3) benefit disadvantaged communities; and

WHEREAS, the City of Commerce is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects. Through this program, the City of Commerce is eligible for \$31,108 in funding; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the City of Commerce will request operating funds to support the expansion of service on the Blue route to better serve employees and visitors travelling from the Citadel Outlets, Commerce Casino, and other locations. The Blue route currently operates from 9am-6pm (Monday-Saturday). The additional LCTOP funding will allow the City to extend the Blue route service hours to approximately 9am-7pm (Monday-Saturday); and

WHEREAS, the City of Commerce wishes to implement the LCTOP project(s) listed above.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1: The City Council of the City of Commerce hereby authorizes staff to submit the following project nominations (s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

Project Name: Bus Service Expansion


LCTOP Funds Requested: \$31,108

Description: Service would be extended on the Blue Route by one hour per day, six days per week, to better serve employees and visitors travelling from the Citadel Outlets, Commerce Casino, and other locations throughout the City.

Section 2: The City of Commerce hereby agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

Section 3: The City Clerk shall certify the passage of this Resolution and assign it the next number in order.

PASSED, APPROVED AND ADOPTED this 2nd day of February 2016.


Lilia R. Leon
Mayor

ATTEST:


Lena Shumway
City Clerk

RESOLUTION 16-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES, AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

WHEREAS, The California Legislature established the Low Carbon Transit Operations Program (LCTOP) in 2014 to provide operating and capital assistance for transit agencies to 1) reduce greenhouse gases, 2) increase transit ridership, and 3) benefit disadvantaged communities; and

WHEREAS, the City of Commerce is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects. Through this program, the City of Commerce is eligible for \$31,108 in funding; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, one of the required elements of this program is a resolution from the governing board authorizing an agency official(s) to execute all necessary documents and enter into an agreement with the California Department of Transportation for these funds. This report recommends that the City Council approve the resolution, thereby authorizing the execution of the Certifications and Assurances, and Authorized Agent Forms for the LCTOP; and

WHEREAS, the City of Commerce delegates authorization to execute these documents and any amendments thereto to Mr. Vilko Domic and Mr. Claude McFerguson.

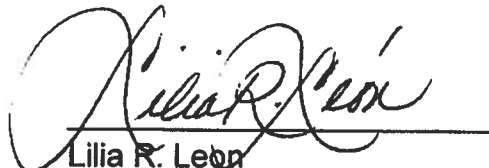
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1: The City Council of the City of Commerce hereby authorizes Mr. Vilko Domic and Mr. Claude McFerguson to execute all required documents of the LCTOP program and any amendments thereto with the California Department of Transportation.

Section 2: The City of Commerce hereby agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

Section 3: The City Clerk shall certify the passage of this Resolution and assign it the next number in order.

PASSED, APPROVED AND ADOPTED this 2nd day of February 2016.


Lilia R. León
Mayor

ATTEST:


Lena Shumway
City Clerk